

TOPIC 6: ESTABLISHING EMPLOYEE BENEFITS

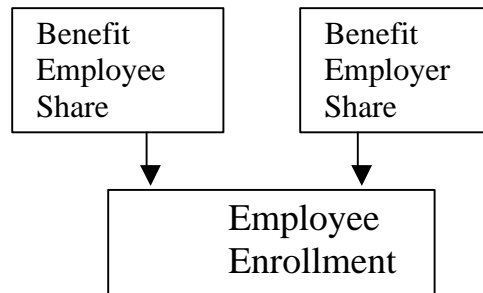
The purpose of this topic is to explain the fringe benefit deductions involving both employer and employee contributions. In the SAM II/HR Payroll System, “benefits” or “fringe benefit deductions” involve a contribution from both the employer and the employee. For example, many health plans have a certain deduction amount withheld from the employee and a separate amount contributed by the employer. This represents a “benefit” to the employee; however, it is processed in the Sam II/HR system as a “deduction”. For a few benefits the state contribution would cover the entire cost of the deduction, and there would be no direct cost to the employee.

At the end of this topic, you will be able to:

- Complete the Benefits Enrollment (ENRL) transaction.
- Discuss Terminating an Employee's Benefits on the ENRL



COMPONENTS OF EMPLOYEE BENEFITS



All benefits in the system have a separate employee and employer share. They are specifically defined and calculated separately.

Example of Deferred Comp Fringe Benefit

Category – Event Category (CATG): PDEFC (Deferred Comp Fringe Payment)

Fringe Benefit Type – Employee Fringe Benefit Type (BENT): DEFCE (Employee Share)*

Fringe Benefit Plan(s) – Employee Fringe Benefit Plan (BENP): DEF M (Deferred Comp with Match (Employee share) DEF X (Deferred Comp – No Match)

Example of Health Care Fringe Benefit

Category - Event Category (CATG): MCH1E (MCHCP Health – Employee)

Fringe Benefit Type - Employee Fringe Benefit Type (BENT): MOA1E (MCHCP Missouri Advantage – Employee)*

Fringe Benefit Plan(s) - Employee Fringe Benefit Plan (BENP): 005MI (Member Individual)**

*Associated with the Employee share is the Employer share, which is found on the table Employer Fringe Benefit Type (EFBT).

**Associated with the Employee share is the Employer share, which is found on the table Employer Fringe Benefit Plan (EFBP).



ESTABLISHING EMPLOYEE BENEFITS

Fringe benefit deductions involve a certain deduction amount withheld from the employee and a separate amount contributed by the employer. Fringe benefit deductions have an associated “Fringe Pay Event” which is needed to balance the deduction amount contributed by the employer. The employee’s side of the fringe deduction will be taken from the employee’s gross pay. The SAM II HR/Payroll system will track the employer contribution along with the employee deduction. A fringe pay type is always associated with the employer side of a fringe benefit. The result is an offset that equals zero and does not affect the employee’s net pay.

Similar to establishing employee deductions, employee benefits are set up with the same hierarchical structure of categories, types and plans. The information on the left page illustrates this hierarchy and provides examples of certain reference tables containing the available codes for benefit categories, types and plans.

The Benefits Enrollment (ENRL) transaction will be used by authorized agency staff to actually enroll employees in appropriate benefit programs. When the employee’s identification number is entered, all benefit types and plans for which the employee is eligible are displayed. The following pages provide instructions for using the ENRL.

Unemployment Compensation

If the employee is eligible for Unemployment Compensation they need to be enrolled using the Benefits Enrollment (ENRL) window. The Deduction Type for Unemployment Compensation is UNEMP.



BENEFITS ENROLLMENT (ENRL)

File Edit Display Process Window Help

→ [Icons]

Benefits Enrollment

Name

Employee ID Appointment ID

Selection Date

Deduction Policy Pay Frequency

Benefit Type Class

Benefit Type Sub-class

Benefit Plan Class

	Deduction Type	Type Description	Deduction Plan	Plan Description	Effective Date	Expiration Date	Enrollment Date
1							
2							
3							
4							
5							

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NOTES



BENEFITS ENROLLMENT (ENRL)

The Benefits Enrollment (ENRL) window is used to record and view an employee's benefit information. The ENRL is one of the most widely used windows. When an employee's identification number is entered on the ENRL, all benefit types and plans for which the employee is eligible are displayed. In working with this window, you can narrow the scan by entering a benefit type class, benefit type sub-class, and a benefit plan class.

Although the ENRL only displays employee fringe benefit type and plan information, some employer information associated with an employee fringe benefit type and plan is also shown. Once the employee is enrolled by the ENRL, he or she is automatically enrolled in the employer fringe benefit side as well.

The benefit types and plans available to employees include:

- state-sponsored health
- state-sponsored vision
- state-sponsored dental
- deferred compensation
- unemployment compensation

NOTE: When establishing **Health Insurance** for a new employee, you must enter an expiration date of November 15th of the current year. If the employee is hired after November 15th of the current year then put in November 15th of the following year for the expiration date. When establishing **Vision or Dental Insurance** for a new employee, you must enter an expiration date of December 15th of the current year. These expiration dates are only applicable to **new hires** and any **changes** made to the **Health, Vision, or Dental Insurance** throughout the year.

In the SAM II system, authorized agency staff enroll an employee in appropriate benefit programs through the ENRL window. This window will be used for the following:

- View the specific options available to an employee within one or all benefit programs for which he/she is eligible.
- Enroll an employee into a benefit program for which he/she is eligible and establish the appropriate employee deductions.
- Automatically establish employer contributions which correspond to employee deductions, if applicable.
- Modify an employee's participation and/or level of contribution within specific benefit program.
- Terminate an employee's participation in specific benefit programs.



BENEFITS ENROLLMENT (ENRL)

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File Edit Display Process Window Help

Benefits Enrollment

Name

Employee ID Appointment ID

Selection Date

Deduction Policy Pay Frequency

Benefit Type Class

Benefit Type Sub-class

Benefit Plan Class

	Deduction Type	Type Description	Deduction Plan	Plan Description	Effective Date	Expiration Date	Enrollment Date
1							
2							
3							
4							
5							

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NOTES



BENEFITS ENROLLMENT (ENRL)

SCENARIO

Johnny Ray chose the following benefits: Missouri Consolidated Health Care Plan – United Health Care Select HMO (Health) – member/family through non-cafeteria plan; United Dental Care (Dental) – member/family; Vision Service Plan (VSP) – member only. A Deferred Compensation contribution of \$50.00 per pay period is desired.

Following are instructions for completing the fields on the ENRL window. Each field will be noted as Required, Optional, Conditional, or Inferred

Step 1 To open ENRL, click on the Go To icon. Type **ENRL** in the **CODE** column header. Click on the <OPEN> button.

Step 2 Populate the following fields to narrow your search on the ENRL window.

Note: To browse data, enter the required fields first. To narrow your search, enter information in the **BENEFIT TYPE CLASS** field.

NAME – Inferred. The employee's full name (last name, first name, and middle initial) is displayed.

EMPLOYEE ID - Required. Enter the employee's social security number. **SEE STUDENT CARD**

APPOINTMENT ID - Optional. Leave blank if employee holds one appointment. If the employee holds multiple appointments, enter an asterisk (*) to indicate that the information applies to all of the employee's appointments. If the benefit is appointment specific, enter the correct appointment ID.

SELECTION DATE - Optional. Enter the date to display a list of valid benefit options. Default is the current date. [Example: DEFCE (PEBSCO) – State of Missouri required the employee to work 1 year before eligible for PEBSCO Employer Match.]

DEDUCTION POLICY – Inferred. The deduction policy code and description is displayed.

PAY FREQUENCY – Inferred. The pay frequency code (i.e., monthly, weekly, etc.) is displayed.



BENEFITS ENROLLMENT (ENRL)

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File Edit Display Process Window Help

Benefits Enrollment

Name: RAY, JOHNNY

Employee ID: 050 - 31 - 0001 Appointment ID:

Selection Date: 05 / 17 / 00

Deduction Policy: STAND STANDARD DED Pay Frequency: S

Benefit Type Class: MCHCP MCHCP FRNGS

Benefit Type Sub-class:

Benefit Plan Class:

	Deduction Type	Type Description	Deduction Plan	Plan Description	Effective Date	Expiration Date	Enrollment Date
1	UHS1E	UN HL CS	001MC	MEMBR/CHLDN			
2	UHS1E	UN HL CS	001MF	MEMBR/FAMILY			
3	UHS1E	UN HL CS	001MI	MEMBR ONLY			
4	UHS1E	UN HL CS	001MS	MEMBR/SPSE			
5	UHS1E	UN HL CS	004MC	MEMBR/CHLDN			

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NOTES



BENEFITS ENROLLMENT (ENRL)

Step 2 Continue to populate the fields on the ENRL.

BENEFIT TYPE CLASS - Optional. Enter the benefit type class to display a list of valid benefit options. If this field is left blank, the Employee Benefit Subsystem displays all the valid benefit options within all the benefit type classes for which the employee is eligible. Refer to the Benefit Type Class (BTCL) window for valid values. If a code is entered, the benefit type class description is displayed. Type **MCHCP**.

BENEFIT TYPE SUB-CLASS - Optional. Enter the benefit type sub-class to display a list of valid benefit options. If this field is left blank, the Employee Benefit Subsystem displays all the valid benefit options within the specified benefit type class or across all benefit type classes (if none is specified) for which the employee is eligible. Refer to the Benefit Type Sub-Class (BTSC) window for valid values. If a code is entered, the benefit type sub-class description is displayed.

BENEFIT PLAN CLASS – Not used by the State of Missouri

DEDUCTION TYPE - Optional. Enter the full or partial deduction type code to retrieve information on a specific deduction type. If this field is entered, the display begins on the entered deduction type. Refer to the Employee Fringe Benefit Type (BENT) window for valid values. Type **UHS**.

Step 3 Select **Display: Browse Data**.

A list of United Health Care benefit options is displayed.

Step 4 Continue to populate the fields on the ENRL.

TYPE DESCRIPTION – Inferred. The short description of the deduction type is displayed.

DEDUCTION PLAN - Optional. Enter the full or partial deduction plan code with a deduction type code to retrieve information on a specific deduction type and plan. If this field is entered, the display begins on the entered deduction plan. Refer to the Employee Fringe Benefit Plan (BENP) window for valid values.

PLAN DESCRIPTION – Inferred. The short description of the deduction plan is displayed.



BENEFITS ENROLLMENT (ENRL)

Benefits Enrollment

Name: RAY, JOHNNY

Employee: 050 - 31 - 0001 Appointment ID: ☐

Selection Date: 01 / 23 / 01

Deduction Policy: STAND STANDARD DED Pay Frequency: S

Benefit Type Class: MCHCP MCHCP FRNGS

Benefit Type Sub-Class:

Benefit Plan Class:

	Deduction Type	Type Description	Deduction Plan	Plan Description	Effective Date	Expiration Date	Enrollment Date
1	UHS1E	UN HL CS	001MC	MEMBR/CHLDN	01 23 01	11 15 01	
2	UHS1E	UN HL CS	001MF	MEMBR/FAMILY			
3	UHS1E	UN HL CS	001MI	MEMBR ONLY			
4	UHS1E	UN HL CS	001MS	MEMBR/SPSE			
5	UHS1E	UN HL CS	004MC	MEMBR/CHLDN			



NOTES

BENEFITS ENROLLMENT (ENRL)

Step 4 Continue to populate the fields on the ENRL.

EFFECTIVE DATE - Conditional. Required for those benefits you wish to enroll an employee in. Enter the date on which the deduction for this benefit plan should take effect. If this field is left blank, the employee is eligible for this benefit option, but is not enrolled. Enter **TODAY'S DATE** on the line for the Member/Family benefit (plan code **001MF**).

EXPIRATION DATE - Optional. Enter the last date the information is in effect. Enter **11/15/01** (default is **99/99/99**).

NOTE: The user must update the effective and expiration dates of the specific benefit plan to enroll the employee. If the effective date field is left blank, the employee is eligible for this benefit option, but is not enrolled.

ENROLLMENT DATE - The State of Missouri will not use this field.

EMPLOYEE OVERRIDE - Optional. Enter *Y* in this field if the deduction rate for this employee differs from the standard rate. Standard deduction rates are defined on the Employee Fringe Benefit Plan (BENP) window. Enter only if an employee rate may be entered.

EMPLOYEE RATE - Conditional. Optional if Employee Override Allowed is *Yes* on Employee Fringe Benefit Plan (BENP), or if it is *Required* and Employee Amount is filled in. Required if Employee Override Allowed on Employee Fringe Benefit Plan (BENP) is *Required* and Employee Amount is blank. Otherwise leave blank. Enter the employee rate (i.e., percentage) to be used. For example, enter 15% as *.15*.

EMPLOYEE OVERRIDE - Optional. Enter *Y* in this field if the deduction amount for this employee differs from the standard amount. Standard deduction amounts are defined on the Employee Fringe Benefit Plan (BENP) window. Enter only if an employee rate may be entered.

EMPLOYEE AMOUNT - Conditional. Optional if Employee Override Allowed is *Yes* on Employee Fringe Benefit Plan (BENP), or if it is *Required* and Employee Rate is filled in. Required if Employee Override Allowed on Employee Fringe Benefit Plan (BENP) is *Required* and Employee Rate is blank. Otherwise leave blank. If the deduction amount for this employee differs from the standard amount, enter the amount to be used.





BENEFITS ENROLLMENT (ENRL)

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File Edit Display Process Window Help

Benefits Enrollment

Name: RAY, JOHNNY

Employee ID: 050 - 31 - 0001 Appointment ID: ☐

Selection Date: 05 / 17 / 00

Deduction Policy: STAND STANDARD DED Pay Frequency: S

Benefit Type Class: MCHCP MCHCP FRNGS

Benefit Type Sub-class:

Benefit Plan Class:

	Employee Override	Employee Amount	Employer Override	Employer Rate	Employer Override	Employer Amount	Frequency	Goal Amount
1		17.00		0.0000		98.50		
2		80.50		0.0000		98.50		
3		0.00		0.0000		98.50		
4		63.50		0.0000		98.50		
5		17.50		0.0000		98.50		

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BENEFITS ENROLLMENT (ENRL)



Step 4 Continue to populate the fields on the ENRL.

EMPLOYER OVERRIDE - Optional. Enter *Y* in this field if the deduction rate for this employer differs from the standard rate. Standard deduction rates are defined on the Employer Fringe Benefit Plan (EFBP) window. Enter only if an employer rate may be entered

EMPLOYER RATE - Conditional. Optional if Employee Override Allowed is *Yes* on Employer Fringe Benefit Plan (EFBP), or if it is *Required* and Employer Amount is filled in. Required if Employee Override Allowed on Employer Fringe Benefit Plan (EFBP) is *Required* and Employer Amount is blank. Otherwise leave blank. Enter the contribution rate (i.e., percentage) to be used. For example, enter 15% as *.15*.

EMPLOYER OVERRIDE - Optional. Enter *Y* in this field if the amount for the fringe benefit associated with this deduction differs from the standard amount. Standard contribution amounts are defined on the Employer Fringe Benefit Plan (EFBP) window. Enter only if an employer rate may be entered.

EMPLOYER AMOUNT - Conditional. Optional if Employee Override Allowed is *Yes* on Employer Fringe Benefit Plan (EFBP), or if it is *Required* and Employer Rate is filled in. Required if Employee Override Allowed on Employer Fringe Benefit Plan (EFBP) is *Required* and Employer Rate is blank. Otherwise leave blank. If the contribution amount differs from the standard amount, enter the amount to be used.

FREQUENCY - Inferred. The frequency with which the benefit is to be paid, or deduction is to be taken is displayed. Standard frequencies are defined on the Employee Fringe Benefit Plan (BENP) window.

GOAL AMOUNT - Conditional. Required if the amount is goal oriented according to the setting on Benefit Type (BENT), and no goal amount is specified on Employee Fringe Benefit Plan (BENP). Optional if the amount is goal oriented and an amount is specified on Employee Fringe Benefit Plan (BENP), but Employee Override Allowed is *Allowed*. Otherwise leave blank. If the deduction is a goal oriented deduction (i.e., the deduction is only taken up to the point that a pre-defined limit is reached), enter the goal amount.



BENEFITS ENROLLMENT (ENRL)

Benefits Enrollment

Name: RAY, JOHNNY

Employee: 050 - 31 - 0001 Appointment ID: ☐

Selection Date: 01 / 23 / 01

Deduction Policy: STAND STANDARD DED Pay Frequency: S

Benefit Type Class: MCHCP MCHCP FRNGS

Benefit Type Sub-Class:

Benefit Plan Class:

	Deduction Type	Type Description	Deduction Plan	Plan Description	Effective Date	Expiration Date	Enrollment Date
1	UHS1E	UN HL CS	001MC	MEMBR/CHLDN	01 23 01	11 15 01	
2	UHS1E	UN HL CS	001MF	MEMBR/FAMILY			
3	UHS1E	UN HL CS	001MI	MEMBR ONLY			
4	UHS1E	UN HL CS	001MS	MEMBR/SPSE			
5	UHS1E	UN HL CS	004MC	MEMBR/CHLDN			



NOTES



BENEFITS ENROLLMENT (ENRL)

Step 4 Continue to populate the fields on the ENRL.

CONTRIBUTION TO GOAL - Conditional. As specified on the BENT. Optional if the deduction is goal oriented and the SET CONTRIBUTION TO GOAL parameter is *Y*. If the deduction is goal oriented and the SET CONTRIBUTION TO GOAL parameter is set to *N*, the system maintains this field. Enter the amount that the employee has already contributed towards the deduction goal.

GOAL ID - Inferred. The goal identification code is displayed. Valid values are: *D* - Dollars, *I* - Installments

BENEFIT CLASS - Inferred. The deduction's benefit class is displayed. Refer to the Benefit Type Class (BTCL) window for valid values.

BENEFIT SUB-CLASS - Inferred. The deduction's benefit sub-class, if any is displayed. Refer to the Benefit Type Sub-Class (BTSC) window for valid values.

BENEFIT PLAN CLASS – Not used by the State of Missouri.

Step 5 Now that you have entered the employee benefit, you need to update the transaction.

Select **Process: Update**.

If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that the update was successful. If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 5.



BENEFITS ENROLLMENT (ENRL)

Benefits Enrollment

Name: RAY, JOHNNY

Employee: 050 - 31 - 0001 Appointment ID: ☐

Selection Date: 03 / 06 / 01

Deduction Policy: STAND STANDARD DED Pay Frequency: S

Benefit Type Class: MCHCP MCHCP FRNGS

Benefit Type Sub-Class:

Benefit Plan Class:

	Deduction Type	Type Description	Deduction Plan	Plan Description	Effective Date	Expiration Date	Enrollment Date
1	UDC1D	UN DENT C	BC MF	BAS CNTR M/F	03 06 01	12 15 01	
2							
3							
4							
5							

Benefits Enrollment

Name: RAY, JOHNNY

Employee: 050 - 31 - 0001 Appointment ID: ☐

Selection Date: 03 / 06 / 01

Deduction Policy: STAND STANDARD DED Pay Frequency: S

Benefit Type Class: MCHCP MCHCP FRNGS

Benefit Type Sub-Class:

Benefit Plan Class:

	Deduction Type	Type Description	Deduction Plan	Plan Description	Effective Date	Expiration Date	Enrollment Date
1	VSP1W	VIS SER PLAN	ME IN	MEMBER ONLY	03 06 01	12 15 01	
2							
3							
4							
5							

BENEFITS ENROLLMENT (ENRL)



Now that we've enrolled Johnny in the United Health Care Select HMO, we need to enroll him in the remaining plans (United Dental Care—member/family, Vision Service Plan—member only, and the Deferred Compensation contribution of \$50.00 per pay period).

Step 1 With your ENRL still open, type **UDC** in the **DEDUCTION TYPE** field.

Step 2 Blank out the **DEDUCTION PLAN** field.

Note: **MCHCP** should still displayed in the **BENEFIT TYPE CLASS** field.

Step 3 Select **Display: Browse Data**.

A list of United Dental Care benefit options is displayed.

Step 4 Enter **TODAY'S DATE** in the **EFFECTIVE DATE** field and **12/15/01** in the **EXPIRATION DATE** field on the line for the Member/Family benefit (plan code **BC MF**).

Step 5 Now that you have entered the employee benefit, you need to update the transaction.

Select **Process: Update**.

If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that the update was successful. If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 5.

Now for the Vision Service Plan:

Step 1 With your ENRL still open, type **VSP** in the **DEDUCTION TYPE** field.

Step 2 Blank out the **DEDUCTION PLAN** field.

Note: **MCHCP** should still displayed in the **BENEFIT TYPE CLASS** field.

Step 3 Select **Display: Browse Data**.

A list of Vision Service Plan benefit options is displayed.

Step 4 Enter **TODAY'S DATE** in the **EFFECTIVE DATE** field and **12/15/01** in the **EXPIRATION DATE** field on the line for the Member Only benefit (plan code **ME IN**).

Step 5 Select **Process: Update**.



BENEFITS ENROLLMENT (ENRL)

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File Edit Display Process Window Help

Benefits Enrollment

Name: RAY, JOHNNY
 Employee: 050 - 31 - 0001 Appointment ID: ☐
 Selection Date: 01 / 12 / 01
 Deduction Policy: STAND STANDARD DED Pay Frequency: S
 Benefit Type Class: DEFCO DEFER COMP
 Benefit Type Sub-Class:
 Benefit Plan Class:

	Effective Date	Expiration Date	Enrollment Date	Employee Override	Employee Rate	Employee Override	Employee Amount	Employer Override	E R
1	05 17 00				0.0000	Y	50		0
2					0.0000		0.00		
3									
4									
5									

Navigator

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File Edit Display Process Window Help

Benefits Enrollment

Name: RAY, JOHNNY
 Employee: 050 - 31 - 0001 Appointment ID: ☐
 Selection Date: 01 / 12 / 01
 Deduction Policy: STAND STANDARD DED Pay Frequency: S
 Benefit Type Class: DEFCO DEFER COMP
 Benefit Type Sub-Class:
 Benefit Plan Class:

	Deduction Type	Type Description	Deduction Plan	Plan Description	Effective Date	Expiration Date	Enrollment Date
1	DEFER	DEFERRED CMP	DEF M	DCOMP W/MTH	05 17 00	99 99 99	
2							
3							
4							
5							

Navigator

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BENEFITS ENROLLMENT (ENRL)

Finally, we have to enroll Johnny in the Deferred Compensation plan for \$50.00 per pay period. Deferred Compensation is appointment-specific, and an employee can only be enrolled in the Deferred Compensation with Match benefit (plan “DEF M”) in one appointment. Usually, the employee will be enrolled in Deferred Compensation with Match in their primary appointment. Although an employee could be enrolled in Deferred Compensation *without* Match (plan “DEF X”) in multiple appointments, this situation is rare. When enrolling a multiple-appointment employee in Deferred Compensation with Match, be sure to verify that this employee is not already enrolled in Deferred Compensation with match in another appointment.

Step 1 Type **DEFMCO** in the **BENEFIT TYPE CLASS** field.

Step 2 Blank out both the **DEDUCTION TYPE** and **DEDUCTION PLAN** fields.

Step 3 Select **Display: Browse Data**.

A list of Deferred Compensation benefit options is displayed.

Step 4 Enter **TODAY'S DATE** in the **EFFECTIVE DATE** field on the line for the Deferred Compensation with Match benefit (plan code **DEF M**).

Note: Since this contribution is greater than \$12.50, the “With Match” option is used.

Step 5 Enter **Y** in the *second* **EMPLOYEE OVERRIDE** field, which corresponds to the employee amount (the one *after* **EMPLOYEE RATE**).

Step 6 Enter **50** in the **EMPLOYEE AMOUNT** field.

Step 7 Select **Process: Update**.



EMPLOYEE BENEFIT TYPE CLASS (QBTC)

Employee Benefit Type Class Inquiry

Name: RAY, JOHNNY
 Employee ID: 050 - 31 - 0025 Appointment ID: ☐
 Selection Date: 09 / 28 / 00 Deduction Policy: STAND STANDARD DED

	Ben Type Class	Benefit Type Description	Ded Type	Deduction Type Description	Ded Plan	Deduction Plan Description	Employee Share
1	DEFCO	DEFER COMP					
2	MCHCP	MCHCP FRNGS	UDC1D	UN DENT C	BC MF	BAS CNTR M/F	15.76
3	MCHCP	MCHCP FRNGS	UHS1E	UN HL CS	001MF	MEMBR/FAMILY	80.50
4	MCHCP	MCHCP FRNGS	VSP1V	VIS SER PLAN	ME IN	MEMBER ONLY	3.79
5	UNEMP	UNEMPL COMP					
6							
7							
8							
9							
10							
11							

BENEFITS ENROLLMENT (ENRL)

Benefits Enrollment

Name: RAY, JOHNNY
 Employee: 050 - 31 - 0025 Appointment ID: ☐
 Selection Date: 09 / 28 / 00
 Deduction Policy: STAND STANDARD DED Pay Frequency: S
 Benefit Type Class: MCHCP MCHCP FRNGS
 Benefit Type Sub-Class:
 Benefit Plan Class:

	Deduction Type	Type Description	Deduction Plan	Plan Description	Effective Date	Expiration Date	Enrollment Date
1	UDC1D	UN DENT C	BC MF	BAS CNTR M/F	09 28 00	09 29 00	<input type="text"/>
2							
3							
4							
5							



EXPIRING EMPLOYEE BENEFITS

Unexpectedly, Johnny Ray has to terminate his employment with the State of Missouri. We now need to expire all of Johnny Ray's benefits. First, we will need to look up what benefits Johnny Ray is currently enrolled in on the Employee Benefit Type Class (QBTC) inquiry. We can find the Benefit Types and Benefit Plans on this inquiry. You can print the window with all of the benefits or you can write all the benefits down.

Let's walk through looking up the employee's benefits on the QBTC and expiring Johnny Ray's benefits.

Step 1 To open QBTC from the SAM II Desktop Navigator window, click on the Go To icon. Type **QBTC** in the **CODE** column header. Click on the **<OPEN>** button.

Step 2 Populate the following fields to narrow your search on the QBTC window.

EMPLOYEE ID – SEE STUDENT CARD.

Select **Display: Browse Data.**

You now should have a list of all Johnny Ray's benefits. Now let's expire all of his benefits on the Benefits Enrollment (ENRL) transaction.

Step 1 To open ENRL, click on the Go To icon. Type **ENRL** in the **CODE** column header. Click on the **<OPEN>** button.

Step 2 Populate the following fields to narrow your search on the ENRL window.

Note: To browse data, enter the required fields first. To narrow your search, enter information in the **BENEFIT TYPE CLASS** field.

EMPLOYEE ID – SEE STUDENT CARD.

BENEFIT TYPE CLASS – Type MCHCP.

DEDUCTION TYPE – Type UDC1D.

DEDUCTION PLAN – Type BC MF.

Select **Display: Browse Data.**



BENEFITS ENROLLMENT (ENRL)

Benefits Enrollment

Name:

Employee: Appointment ID: ☐

Selection Date:

Deduction Policy: Pay Frequency:

Benefit Type Class:

Benefit Type Sub-Class:

Benefit Plan Class:

	Deduction Type	Type Description	Deduction Plan	Plan Description	Effective Date	Expiration Date	Enrollment Date
1	UHS1E	UN HL CS	001MF	MEMBR/FAMILY	09 28 00	09 29 00	<input type="text"/>
2							
3							
4							
5							

Benefits Enrollment

Name:

Employee: Appointment ID: ☐

Selection Date:

Deduction Policy: Pay Frequency:

Benefit Type Class:

Benefit Type Sub-Class:

Benefit Plan Class:

	Deduction Type	Type Description	Deduction Plan	Plan Description	Effective Date	Expiration Date	Enrollment Date
1	VSP1V	VIS SER PLAN	ME IN	MEMBER ONLY	09 28 00	09 29 00	<input type="text"/>
2							
3							
4							
5							



EXPIRING EMPLOYEE BENEFITS

Step 3 Populate the following field to expire the benefit.

EXPIRATION DATE – Type **TOMORROW'S DATE.** This will be the employee's termination date.

You have now expired Johnny Ray's Dental Insurance. We still need to expire his Health Insurance, Vision Insurance, and his Deferred Compensation.

Step 1 With your ENRL still open, type **UHS1E** in the **DEDUCTION TYPE** field.

Step 2 Type in **001MF** in the **DEDUCTION PLAN** field.

Note: **MCHCP** should still displayed in the **BENEFIT TYPE CLASS** field.

Select **Display: Browse Data**.

Step 3 Populate the following field to expire the benefit.

EXPIRATION DATE – Type **TOMORROW'S DATE.** This will be the employee's termination date.

You have now expired Johnny Ray's Health Insurance. We still need to expire his Vision Insurance and his Deferred Compensation.

Step 1 With your ENRL still open, type **VSP1V** in the **DEDUCTION TYPE** field.

Step 2 Type in **ME IN** in the **DEDUCTION PLAN** field.

Note: **MCHCP** should still displayed in the **BENEFIT TYPE CLASS** field.

Select **Display: Browse Data**.

Step 3 Populate the following field to expire the benefit.

EXPIRATION DATE – Type **TOMORROW'S DATE.** This will be the employee's termination date.



BENEFITS ENROLLMENT (ENRL)

Benefits Enrollment

Name: RAY, JOHNNY

Employee: 050 - 31 - 0025 Appointment ID: *

Selection Date: 09 / 28 / 00

Deduction Policy: STAND STANDARD DED Pay Frequency: S

Benefit Type Class: DEFCO DEFER COMP

Benefit Type Sub-Class:

Benefit Plan Class:

	Deduction Type	Type Description	Deduction Plan	Plan Description	Effective Date	Expiration Date	Enrollment Date
1	DEFCE	DEFERRED CMP	DEF M	DCOMP W/MTH	09 28 00	09 29 00	
2							
3							
4							
5							



EXPIRING EMPLOYEE BENEFITS

You have now expired Johnny Ray's Vision Insurance. We still need to expire his Deferred Compensation.

Step 1 With your ENRL still open, type **DEFCO** in the **BENEFIT TYPE CLASS** field.

Step 2 Type **DEFCE** in the **DEDUCTION TYPE** field.

Step 3 Type **DEF M** in the **DEDUCTION PLAN** field.

Select **Display: Browse Data**.

Step 3 Populate the following field to expire the benefit.

EXPIRATION DATE – Type **TOMORROW'S DATE.** This will be the employee's termination date.

You have now expired all of Johnny Ray's benefits.

NOTE: When an employee terminates their employment with the State of Missouri then the Agency should expire any of the terminating employee's deductions that have been entered on the Benefits Enrollment (ENRL).



DEPENDENT PROFILE (DPND)

File Edit Display Process Window Help

→ [Icons]

Dependent Profile

Name

Employee ID - - Dependent ID - -

Effective Date / / Expiration Date / /

Dependent Information Current Employer Information

Relationship

Last Name First MI Suffix

Disability

Gender ☐ Male ☐ Female ☒ N / A

Social Security # - -

Full-time Student ☐ Yes ☐ No ☒ N / A

Date of Birth / /

Wedding Date / /

Date of Death / /

Divorced / Separated Date / /

[Mailing Address](#)

City State

Zip - Country

Phone () - Ext

Messages Tran ID: 9:43 AM 03/03/00



NOTES

DEPENDENT PROFILE (DPND)



The Dependent Profile (DPND) window is used only when an employee assumes their spouse's health insurance premium during the spouse's period of LTD.

The DPND is used to record, view, modify or terminate information on employee's dependent benefits. This information is used to compute and track various health programs and other insurance benefits. Information on employee spousal deductions should also be entered on the DPND window.

In most cases, DPND will be used for the following situation: An employee and their spouse both work for the State of Missouri. One of the employee's has decided to take a leave of absence due to Long Term Disability. However, the spouse would like to continue the benefits for the employee on their own paycheck. In order to accomplish this, the spouse must have a record on DPND to track their social security number.

To summarize the DPND:

- Information is used to maintain spousal health insurance programs – for the purpose of acquiring pre-tax insurance options such as when the employee assumes spouse's health insurance premium during spouse's period of LTD.
- Dependent has to be an employee of the State of Missouri.
- Information is used to record and view employee dependent information
- Information is used to modify or terminate employee dependent benefit programs
- DPND is only used when an employee has a dependent's benefit taken out of their own check.



DEPENDENT PROFILE (DPND)

File Edit Display Process Window Help

Dependent Profile

Name

Employee ID - Dependent ID -

Effective Date / / Expiration Date / /

Dependent Information | Current Employer Information

Relationship

Last Name First MI Suffix

Disability

Gender ☐ Male ☐ Female ☒ N / A

Social Security # - -

Full-time Student ☐ Yes ☐ No ☒ N / A

Date of Birth / /

Wedding Date / /

Date of Death / /

Divorced / Separated Date / /

Mailing Address

City State

Zip - Country

Phone () - Ext

Messages Tran ID: 9:43 AM 03/03/00



NOTES



DEPENDENT PROFILE (DPND)

Following are instructions for completing the fields on the DPND window. Each field will be noted as Required, Optional, or Conditional.

Step 1 To open DPND, click on the Go To icon. Type **DPND** in the **CODE** column header. Click on the <**OPEN**> button.

Step 2 Review the following fields on the DPND window.

NAME – Inferred. The employee's full name (last name, first name, and middle initial) is displayed.

EMPLOYEE ID - Required. Enter the employee's social security number.

DEPENDENT ID - Required. Enter the dependent's identification number. Usually this is a social security number. In any event, it must be unique among the employee's dependents.

EFFECTIVE DATE - Required. Enter the date that the dependent information becomes effective.

EXPIRATION DATE - Optional. Enter the last date the dependent information is in effect. Default is **99/99/99**.



DEPENDENT PROFILE (DPND)

File Edit Display Process Window Help

→ [Icons]

Dependent Profile

Name

Employee ID - - Dependent ID - -

Effective Date / / Expiration Date / /

Dependent Information | Current Employer Information

Relationship

Last Name First MI Suffix

Disability

Social Security # - -

Date of Birth / /

Wedding Date / /

Date of Death / /

Divorced / Separated Date / /

Gender ☐ Male ☐ Female ☒ N / A

Full-time Student ☐ Yes ☐ No ☒ N / A

[Mailing Address](#)

City State

Zip - Country

Phone () - Ext

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NOTES



DEPENDENT PROFILE (DPND)

Step 2 Review the fields on DPND.

DEPENDENT INFORMATION

RELATIONSHIP - Required. Enter the dependent's relationship to the employee. Refer to the Relationship (RELT) window for valid values.

LAST NAME - Conditional. Required if dependent's last name is different from the employee's. Enter the dependent's last name. If left blank, the employee's last name is automatically displayed.

FIRST - Required. Enter the dependent's first name.

MI - Optional. Enter the dependent's middle initial, if any.

SUFFIX - Optional. Enter dependent's name suffix, if any. Refer to the Name Suffix (SUFY) window for valid values.

DISABILITY - Optional. Enter the disability code, if any. Refer to the Disability (DSBL) window for valid values.

GENDER - Conditional. Required if the Relationship Type on Relationship (RELT) indicates a dependent *D* or spouse *S*. Select *Male* if the dependent is a male. Select *Female* if the dependent is a female. Select *N/A* if the information does not apply, or is unknown.

SOCIAL SECURITY # - Conditional. Required if dependent is employee's dependent or spouse. Refer to the Relationship (RELT) window for valid values. Enter the Social Security Number of the dependent.

FULL-TIME STUDENT - Optional. Select *Yes* to indicate if the dependent is a full-time student. Select *No* to indicate the dependent is not a full-time student. Select *N/A* if the information does not apply, or is unknown.

DATE OF BIRTH - Conditional. Required if Relationship Type on Relationship (RELT) is dependent *D*, otherwise optional. Enter the dependent's birth date in *mmddccyy* format.

WEDDING DATE - Conditional. Required if dependent is the employee's spouse. Enter wedding date in *mmddccyy* format.

DATE OF DEATH - Optional. Enter the dependent's date of death in *mmddccyy* format.



DEPENDENT PROFILE (DPND)

File Edit Display Process Window Help

→ [Icons]

Dependent Profile

Name

Employee ID - - Dependent ID - -

Effective Date / / Expiration Date / /

Dependent Information | Current Employer Information

Relationship

Last Name First MI Suffix

Disability

Gender ☐ Male ☐ Female ☒ N / A

Social Security # - -

Full-time Student ☐ Yes ☐ No ☒ N / A

Date of Birth / /

Wedding Date / /

Date of Death / /

Divorced / Separated Date / /

[Mailing Address](#)

City State

Zip - Country

Phone () - Ext

Messages Tran ID: 9:43 AM 03/03/00



NOTES



DEPENDENT PROFILE (DPND)

Step 2 Continue to review the fields on DPND.

DIVORCED/SEPARATED DATE - Optional. Enter the date of divorce or separation in *mmddccyy* format.

MAILING ADDRESS

Note: If the dependent's home address is left blank the fields default to the employee's home address. If any field is manually entered, no fields will default and all fields must be manually entered.

MAILING ADDRESS LINE 1 - Conditional. Enter the home address (street number, street, and apartment number) of the dependent if different than the employee's.

MAILING ADDRESS LINE 2 - Conditional. Enter the second line of the dependent's address if applicable.

CITY - Conditional. Enter the city where the dependent is located if different than employee.

STATE - Conditional. Enter the state where the dependent is located if different than employee. Refer to the State (ST) window for valid values.

ZIP - Conditional. Enter the dependent's zip code if different than employee.

COUNTRY - Conditional. The State of Missouri default value is **USA**. Refer to the Country (CTRY) window for valid values.

PHONE - Optional. Defaults to employee's phone number. Enter the dependent's telephone number.

EXT - Optional. Defaults to employee's extension. Enter the dependent's telephone number extension.



DEPENDENT PROFILE (DPND)

File Edit Display Process Window Help

→ [Icons]

Dependent Profile

Name

Employee ID - - Dependent ID - -

Effective Date / / Expiration Date / /

Dependent Information Current Employer Information

Employer Employer Name

Insurance Company

Policy Number

Membership Number

Address

City State

Zip - Country

Phone () - Ext

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NOTES



DEPENDENT PROFILE (DPND)

Step 2 Continue to review the fields on DPND.

CURRENT EMPLOYER INFORMATION

EMPLOYER - Optional. If the dependent is employed, enter the employer code. Refer to the Employer (EMPR) window for valid values.

EMPLOYER NAME - Conditional. Enter the employer's name if the dependent is employed and the Employer Code was entered.

INSURANCE COMPANY - Optional. Enter the insurance company code. Refer to the Insurance Company (INSC) window for valid values.

POLICY NUMBER - Conditional. If Insurance Company is entered, enter the policy number.

MEMBERSHIP NUMBER - Conditional. If Insurance Company is entered, enter the employer's membership number.

ADDRESS LINE 1 - Conditional. Enter the address (street number, street and apartment number) of the dependent's employer if the Employer name was entered.

ADDRESS LINE 2 – Conditional Enter the second line of the employer's address if applicable.

CITY - Conditional. Enter the city where the dependent's employer is located if the Employer Name is entered.

STATE - Conditional. Enter the state where the dependent's employer is located if the Employer Name is entered. Refer to the State (ST) window for valid values.

ZIP - Conditional. Enter the dependent's employer's zip code if the Employer Name is entered.

COUNTRY - Conditional. Enter the country where the dependent's employer is located if Employer Name is entered. Refer to the Country (CTRY) window for valid values.

PHONE - Optional. Enter the employer's telephone number if Employer Name is entered.

EXT - Optional. Enter the employer's telephone number extension if Employer Name is entered.

ACTIVITY



- What transaction would you use to enroll an employee in deferred compensation?
- You want to enroll an employee in deferred compensation. What fields would you use on the transaction?



EXERCISE

Now, let's perform the required steps to complete the following task:

One of your employees wishes to enroll in the Deferred Compensation program with a deduction of \$25 per pay period and has been an employee of the state for 6 months.